

7 September 1954

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This Agency is engaged in the preparation of pamphlets for instructional use within the Agency which will carry the title "Basic Management Course Materials."

This work will be prepared, assembled and issued within the Agency using the multilith process.

It is anticipated that approximately 150 copies of this work will be produced. All copies will be marked "OFFICIAL USE ONLY" and none will be offered for sale.

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- Chapter 13, "How to Build Communications" (adaptation)
- Chapter 14, "How to Increase Group Effectiveness" (adaptation)
- Chapter 15, "Your Daily Work Schedule" (adaptation)
- Chapter 19, "Setting Their Sights" (adaptation)

of the work entitled How To Be a Successful Leader, published by your company and written by Auren Uris.

page 1, line 1 to page 11, last line covering Chapter I,  
"Get Up and Get Going"

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/s/

MATTHEW BAIRD  
Director of Training

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